

KENTUCKY OFFICE OF INSURANCE EXAMINATION SCHEDULE AND TESTING SITES

All applicants must have a scheduled appointment to sit for the examination(s); walk-ins are not accepted. To create a secure, password-protected eServices Account, click on "eServices" in the upper right-hand corner of the KOI home page (<http://doi.ppr.ky.gov>) and then click on "First time here" to set up the account. Once your online record reflects "pending examination" you are eligible to schedule your examination online. Any examination retake and rescheduling may be done through this account as well.

All license certificates are mailed from the Frankfort office.

Government-issued photo ID must be provided in order to take any exam.

For directions to regional locations: www.kctcs.net/student/collegedistricts.htm

For directions to Frankfort location: <http://doi.ppr.ky.gov/kentucky/leawood.asp>

• **Frankfort – online every weekday – 8:30, 9:30, 10:30 and 11:30 a.m.,** Office of Insurance, Division of Agent Licensing, 909 Leawood Drive, Frankfort, KY 40601, 502-564-6004.

Consultant Examinations are given in Frankfort ONLY – each weekday at 8:30 a.m.

• **Bowling Green – online every Tuesday and Thursday – 10:00 a.m. and 12:30 p.m.,** Bowling Green Technical College, Building B, Room 9, 1845 Loop Drive, Bowling Green, KY 42101, 270-901-1037.

• **Covington – online every Tuesday and Thursday – 10:00 a.m. and 2:00 p.m.,** Gateway Community College, 1025 Amsterdam Road, Covington, KY 41011, 859-442-1159.

• **Lexington – online every Tuesday – 2:00 p.m.,** Bluegrass Community & Technical College, Leestown Campus, Assessment Center, 164 Opportunity Way, Lexington, KY 40511, 859-246-2400 x2242.

• **Louisville – online every Tuesday and Thursday – 10:00 a.m. and 1:30 p.m., and Monday and Friday – 10:00 a.m.** Jefferson Community College, Broadway Building, First Floor, First and Broadway Streets, Louisville, KY 40202, 502-213-2112.

• **Madisonville – online every Tuesday – 10:00 a.m.,** Assessment Center, 100 School Avenue, Madisonville, KY 40965, 270-824-1701.

• **Maysville – online every Tuesday – 10:00 a.m.,** Maysville Community and Technical College, 1755 US 68, Room T111, Maysville, KY 41056, 606-759-7141 x66116 or x66120. Parking is Available in Lot C.

• **Middlesboro – online every Tuesday – 10:00 a.m.,** Cumberland Valley Technical College, Room 237, Technical Building, 1300 Chichester Avenue, Middlesboro, KY 40965, 606-242-2145 x2064.

• **Owensboro – online every Tuesday – 10:00 a.m.,** Owensboro Technical College, 1501 Frederica Street, Owensboro, KY 42301, 270-686-4456.

• **Paducah – online every Tuesday – 10:00 a.m.,** Western Kentucky Community and Technical College, 4810 Alben Barkley Drive, Nemer Building, Room 119W, Paducah, KY 42001, 270-534-3339.

• **Prestonsburg – online every Tuesday – 10:00 a.m.,** Big Sandy Community College, Community Center for Lifelong Learning, One Bert T. Combs Drive, Room 144. Prestonsburg, KY 41653, 606-886-3863 x228.

• **Somerset – online every Tuesday and Thursday – 9:00 a.m. and 11:00 a.m.,** Somerset Community College, Assessment Center, Main Campus, 808 Monticello Street, Somerset, KY 42501, 606-451-6850.

- **An applicant may not test more than three (3) times within 120 days, including retakes for failures.**
- **There is an examination fee of \$50 for each scheduled retake of an examination.**
- **Any applicant who fails to report for a scheduled appointment may forfeit the \$50 fee for examination.**
- **Please arrive 10 minutes before your scheduled time. If you fail to arrive by your scheduled test time you may forfeit your placement at the testing site due to availability.**
- **Changes to exam appointments should be made 48 business hours prior to the scheduled time; failure to give 48 hour notice of cancellation may result in the forfeiture of the \$50 examination fee.**

About Exam Results

All examinations are computerized and graded upon completion. Exam results are provided at the testing site. License certificates are printed and handed out at the Frankfort location only. License certificates are mailed to testers from all other locations, when they successfully pass the examination and have proof of financial responsibility on file. Applicants who do not pass the examination may pay the \$50 retake fee and reschedule another examination through eServices. Examinations cannot be rescheduled for the same day.

Proof of Financial Responsibility is a requirement for all resident agents, adjusters, consultants, and viatical settlement brokers. If you wish to receive a license certificate upon successful completion of the appropriate examination(s), you must submit proof prior to exam date. Otherwise, license certificate will be mailed upon date of financial responsibility filing, after exam is passed.

eServices

Be sure to access eServices for scheduling and rescheduling examination appointments, paying outstanding licensing fees, and all license maintenance, such as license renewals and reviewing continuing education credit on file. KOI Web site is "real time," and will provide up-to-date information regarding your Kentucky Insurance License.